

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** Department of Justice

**Division:** Private Protective Services

**Budget Code:** 23601    **Center Title:** Private Protective Services

**Center Number:** 2850

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Processing Assistant III    **Proposed Salary Grade:** 57

**Salary Range:** \$22,108 - \$33,538

**Proposed Effective Date:** 09/01/06

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$1,563,318	\$ 35,792
Receipts	1,563,318	35,792
Appropriation	\$ 0	\$ 0

**Funding Source(s):** License and permit fees

**Justification for Position (including description of duties and responsibilities):**

The primary function of Private Protective Services (PPS) is to license individuals who own and/or operate private security and alarm systems companies. This position will provide clerical support to the Field Services Section, which is responsible for investigating applicants suitability for licensing and investigate complaints as a result of violations of 74C and the administrative rules. A significant increase in the number of complaints and background investigations over the past few years, the completion of compliance audits, and the continual development of various training programs has created the need for additional clerical support. The primary functions of this position will be the processing of trainer certifications, processing and maintaining applicant and complaint files, and assisting the Field Services Supervisor with correspondence, documentation requests from licensees, reviewing and filing investigators records on background cases, and general administrative duties.

**Statutory Reference for Request**

Kristi Hyman  
Presentation to be made by  
Chief of Staff  
Title

(OK)  
U. M. ...

Kristi Hyman  
Agency Head Signature  
David M. ...  
State Budget Officer Signature